



Titahi Bay
Community Group

Meeting minutes

Date: 11/3/2026

Time: 6pm

Location: Tireti Hall, Tireti Road, Titahi Bay

Attendees:	Apologies:
Janie Walker, Jenny Jakobs, Kate Misa, Gael McRoberts, Zac Painting, Brenna Tume	Dave Brett, Sharon Hilling,

Agenda

Karakia

Apologies

Minutes from previous meeting

- Approve Minutes 11/2/26.
- Outstanding Actions
 - Website access and content update, mapping options, committee login (Kate)
 - Committee reimbursement process to be implemented (Brenna)
 - Finalise Committee Induction (Janie)
 - Finalise Community Connect doc (Janie)
 - Three Waters Hui - email drafted and sent (Sharon, Janie)
 - Start documenting Heritage Trail (Jenny, Gael).

Communication update (Email, Social Media, Noticeboard)

Financial update (balance, commitments)

Activity

- Community Mapping (Janie and Zac)
- Website update (Kate)

Events

- April Community Connect (Zac, Janie); update on resources (Sharon)
- Three Waters Hui (Sharon)

General Business

- Committee roles to be identified and filled (i.e. co-chair, Community Connect Support, Communications).



MINUTES

Minutes from previous meeting

- Approve Minutes 11/2/26.
- Outstanding Actions
 - Website access and content update, mapping options, committee login - made good progress with website tidy up. Little content changed, but current activity content added. Clarified Kirsten Giebel is happy to continue sponsoring and supporting the website until further notice. **ACTION:** Working with Kirsten on documentation of update process (Kate)
 - Committee reimbursement process to be implemented, yet to be actioned (Brenna)
 - Finalise Committee Induction - Sharon still to provide feedback. **ACTION:** committee feedback requested (Janie)
 - Finalise Community Connect doc - **ACTION:** committee feedback requested (Janie)
 - Three Waters Hui - **ACTION:** email yet to be actioned (Sharon, Janie)
 - Start documenting Heritage Trail, a work in progress (Jenny, Gael).

Communication update (Email, Social Media, Noticeboard)

- Email:
 - Dave Brett resignation email 09/03/26. TBCG regretfully accept the resignation, Moved by Jenny, seconded by Janie. **AGREED:** expenditure up to \$30 agreed for expression of thanks. **ACTION:** Janie to respond by email.
 - Jodi Watene, Te Runanga o Toa Rangatira - would like to talk through things we could support each other on including the kai mapping. Date yet to be set. **ACTION:** response needed for date (Janie)
 - Kirsten Giebel - ongoing communication about website update. Waiting for update to be published. (Kate)
- Facebook - Janie asked for clarification for FB Noticeboard for Titahi Bay moderators Group regarding committee expectations for business postings. TBCG are concerned that the page remain community, not business-focussed. **AGREED:** business posts limited to 1/mth. Business posting community events hosted at their premises can be posted 1/week, but will be monitored by moderators for 'reasonable frequency'. **ACTION:** Confirm change for moderators group (Janie)
- Noticeboard - noted Dale (Beer Engine) has a key.

Finance update (balance, commitments)

- No update. **AGREED:** Brenna will email an update prior to each meeting starting from April 26. **ACTION:** provide monthly finance update (Brenna)
- Note current risk. The two account signatories don't attend meetings, one is no longer on the committee. **AGREED:** Brenna will resolve ASAP.
- AGM date to be set next meeting.
- **ACTION:** Companies office registration need committee officers updated. (Brenna)
- Beach Festival funds to be moved to a general events account. An existing account will be repurposed. **ACTION:** Kate to check email confirmation from Dave.
- **ACTION:** add bank accounts to April agenda (Kate)

Events

- April Community Connect - Janie has confirmed St Johns session next month **ACTION:** She will contact Whetu Bennett (WREMO) to see if he wants to be part of the event and post on FB. (Janie)
- Zac and Janie to alternate attending Porirua Social Providers meeting and also Porirua Leaders Forum, both led by Ngati Toa



- Committee members to actively create ideas for Community Connect events to bring to the committee.
- AGM potentially 9 September. Date to be confirmed in April. **ACTION:** Add to April agenda (Kate)

Activity

- Community Mapping (Janie and Zac). **ACTION:** Janie to meet with Jodi Watene.
- Civil Defence coordinator needed for Titahi Bay. Janie will continue to post and share this need for a coordinator in the group. **ACTION:** Share request for interest regarding Emergency Coordinator.(Janie)

General Business

- Roles to be filled - co-chair, Civil Defence, Communications, Events.
- Tireti Hall cupboard wasn't unlocked for use tonight. Please check each time before custodian comes to open hall leaves so that we can use the contents.
- **ACTION:** share Tireti Hall document with TBCG (Kate)
- Reminder that Drew Hadwen is now the contact for PCC community engagement.

Actions (in addition to ongoing role)

Activity	Description
Communication	<ul style="list-style-type: none"> • Website publish and update process (Kate) • Respond to Dave's resignation (Janie) • FB moderators - confirm change regarding business posts (Janie) • Respond to Jodi Watene and meet regarding community mapping (Janie) • Add to April agenda - bank account balances and AGM date (Kate) • Share TBCG roles to be filled. Add to website (Kate). • Share Tireti Hall document (Kate)
Finance	<ul style="list-style-type: none"> • Update signatories (Brenna) • Update Companies office registration (Brenna) • Transfer beach funds to general event account. To be confirmed by Dave in writing (Kate)
Events	<ul style="list-style-type: none"> • April Community Connect - contact Whetu Bennett and share event. (Janie) • Three Waters Hui - email to be actioned (Sharon, Janie)
General Business	<ul style="list-style-type: none"> • Review Committee Induction (ALL) • Review Community Connect (ALL)

Deferred to another meeting

- Google Docs info session for committee
- Committee event - Heritage Trail (Jenny/Gael)
- Becoming a Te Tiriti-based community group (Janie)



Event Calendar

Date	Event and description	Lead
18 March 1-31 March	<i>Porirua Social Providers Meeting</i> Neighbours Aotearoa promotion	Janie/Zac Kate
8 April	Community Connect (6-7pm). CPR and Emergency Preparedness Committee hui (7-8.30pm) Tireti Hall	Janie Janie
13 May	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm). <i>Three Waters TBC</i>	Janie Sharon
10 June	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
8 July	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
1 Aug 12 Aug	<i>Porirua Community Leaders Forum</i> Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	Janie/Zac
9 Sep	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
9 Sep	<i>AGM TBC (By 31 Sep)</i>	Janie
Oct	<i>Meet the Candidates (MPs) TBC</i>	Zac and Sharon
14 Oct	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
11 Nov	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
9 Dec	Community Connect (6-7pm). Committee hui (7-8.30pm) Tireti Hall	
2026		
March	<i>Community event and fundraising</i>	

The purpose of Titahi Bay Community Group Incorporated (2611311) is to connect our community: by serving, informing, engaging and activating the community for a stronger, brighter future together.

Committee Members (quorum - 4)

Office holders | Janie Walker (Co-chair); Kate Misa (Secretary); Brenna Tume (Treasurer)

Members | Jenny Jakobs (History and heritage); Gael McRoberts (History and Heritage); Sharon Hilling (Social Media, Community Connect coordination and resources), Zac Painting



	(stakeholder engagement; Community Connect events).
Support	Leanne Tavo (Noticeboard for Titahi Bay Administrator); Noticeboard Moderators (Sharon Hilling, Ro Na, Abbe Holmes; Natalie Bowie (Website); Kirsten Giebel (Silverstripe); TB Pharmacy (noticeboard keyholder), Robyn Smith (noticeboard keyholder).
Sponsors and contributors	PCC for Tireti Hall access 2 x 2hrs/month. Kirsten Giebel (Silverstripe) TBC; Dave Brett (Donation of pizza for TBCG AGM \$131.46)

